

SIGN CERTIFICATION FORM

COMMUNITY DEVELOPMENT DEPARTMENT

Sign Text: _____

Applicant (name and address) _____

_____ Signature _____

Telephone: _____ FAX: _____

Location of Premises: _____

Zoning District: _____ Overlay District: _____

Date Application Submitted: _____

Sketch of Sign Enclosed: _____ Yes _____ No

PLEASE NOTE: All signs must receive a permit from the Inspectional Services Department (ISD) before installation. Community Development Department (CDD) action does NOT constitute issuance of a permit or certification that all other code requirements have been met. *Do not contract for the fabrication of a sign until all permits have been issued including approval from the City Council, if necessary (see below)!*

Copies: ISD ____ City Clerk* ____ CDD ____ Applicant ____ Historical Com. ____

*Any sign or portion of a sign extending more than **six (6) inches** into the public sidewalk, must receive approval from the Cambridge City Council; a bond must be posted with the City Clerk. Forms for that approval are obtained at the Office of the City Clerk .

NOTE: PLEASE PROVIDE ALL REQUESTED INFORMATION FOR EACH SIGN PROPOSED. FAILURE TO DO SO WILL ONLY DELAY CERTIFICATION.

Proposed PROJECTING Sign (including signs on awnings)

Area in Square feet: _____ Dimensions: _____ X _____

Illumination: Natural _____ Internal _____ External _____

Height (from ground to the top of the sign): _____

1. COMPLETE WHEN SIGN IS ACCESSORY TO A FIRST FLOOR STORE

Length in feet of store front facing street: (a) _____. Area of signs allowed accessory to store: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the store front to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

2. COMPLETE FOR ANY OTHER SIGN

Length in feet of building facade facing street: (a) _____. Area of signs allowed accessory to the building facade: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the building facade to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

SUMMARY OF LIMITATIONS FOR PROJECTING SIGNS (see reverse side for more general summary of the sign regulations; review Article 7.000 of the Zoning Ordinance for all zoning requirements.)

AREA: 13 square feet maximum. HEIGHT ABOVE THE GROUND: 20 feet but below the sills of second floor windows. ILLUMINATION: Natural or external only. NUMBER: one per store plus one per entry to the remainder of the building.

COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATION

Sign conforms to requirements of Article 7.000: YES _____ NO _____

Sign requires a variance from the Board of Zoning Appeal: YES _____

Relevant sections: _____

COMMENTS: _____

Date: _____ CDD Representative _____

Proposed WALL Sign

Area in Square feet: _____ Dimensions: _____ X _____

Illumination: Natural _____ Internal _____ External _____

Height (from ground to the top of the sign): _____

1. COMPLETE WHEN SIGN IS ACCESSORY TO A FIRST FLOOR STORE

Length in feet of store front facing street: (a) _____. Area of signs allowed accessory to store: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the store front to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

2. COMPLETE FOR ANY OTHER SIGN

Length in feet of building facade facing street: (a) _____. Area of signs allowed accessory to the building facade: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the building facade to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

SUMMARY OF LIMITATIONS FOR WALL SIGNS (see reverse side for more general summary of the sign regulations; review Article 7.000 of the Zoning Ordinance for all zoning requirements.)

AREA: 60 square feet maximum. HEIGHT ABOVE THE GROUND: 20 feet but below the sills of second floor windows. ILLUMINATION: Natural or external, or internal illumination with significant limitations. NUMBER: No limit.

COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATION

Sign conforms to requirements of Article 7.000: YES _____ NO _____

Sign requires a variance from the Board of Zoning Appeal: YES _____

Relevant sections: _____

COMMENTS: _____

Date: _____ CDD Representative _____

Proposed FREESTANDING Sign

Area in Square feet: _____ Dimensions: _____ X _____

Illumination: Natural _____ Internal _____ External _____

Height (from ground to the top of the sign): _____

1. COMPLETE WHEN SIGN IS ACCESSORY TO A FIRST FLOOR STORE

Length in feet of store front facing street: (a) _____. Area of signs allowed accessory to store: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the store front to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

2. COMPLETE FOR ANY OTHER SIGN

Length in feet of building facade facing street: (a) _____. Area of signs allowed accessory to the building facade: outside (1 x a) _____, behind windows (0.5 x a) _____. Area of all existing signs on the building facade to remain (including any freestanding sign): _____. Area of additional signs permitted: _____.

SUMMARY OF LIMITATIONS FOR FREESTANDING SIGNS (see reverse side for more general summary of the sign regulations; review Article 7.000 of the Zoning Ordinance for all zoning requirements.)

AREA: 30 square feet maximum. HEIGHT ABOVE THE GROUND: 15 feet. ILLUMINATION: Natural or external only. NUMBER: Two per lot (but not exceeding 30 square feet in total area).

COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATION

Sign conforms to requirements of Article 7.000: YES _____ NO _____

Sign requires a variance from the Board of Zoning Appeal: YES _____

Relevant sections: _____

COMMENTS: _____

Date: _____ CDD Representative _____

Existing Legally Established NONCONFORMING Sign

Area in Square feet: _____ Dimensions: _____ X _____

Illumination: Natural _____ Internal _____ External _____

Height (from ground to the top of the sign): _____

1. TYPE OF SIGN

a. wall _____ b. projecting _____ c. freestanding _____

2. REASON FOR NONCONFORMITY

a. dimensions _____ b. illumination _____ c. other _____

3. NATURE OF ALTERATIONS

a. replacement of plastic face _____ b. repainting of face _____ c. other _____

I certify that the above referenced sign was legally erected and in conformance with the requirements of Article 7.000 at that time and further that the alterations now proposed, and any others made within the last three (3) years, do not exceed fifty (50%) percent of the current replacement value of the sign.).

Date: _____ **Applicant signature:** _____

COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATION

Sign conforms to requirements of Article 7.000: YES _____ NO _____

Sign requires a variance from the Board of Zoning Appeal: YES _____

Relevant sections: _____

COMMENTS: _____

Date: _____ CDD Representative _____

**SIGN CERTIFICATION FORM
COMMUNITY DEVELOPMENT DEPARTMENT**

CERTIFICATION OF EXEMPTION

Applicant: _____

Signature _____

Telephone: _____ **FAX:** _____

Location of Premises: _____

Zoning District: _____ **Overlay District:** _____

Date Application Submitted: _____

Sketch of Sign Enclosed: _____ Yes _____ No

PLEASE NOTE: Signs, even if exempt under Article 7.000, may require a permit from the Inspectional Services Department (ISD) before installation. Community Development Department (CDD) action does NOT constitute issuance of a permit or certification that all other code requirements have been met. Awnings of any kind projecting over a city sidewalk require City Council approval.

REASON FOR EXEMPTION: *Awning without graphics* _____ *Exempt signs in Section 7.16.11*
(including directional signs) _____

Date: _____ **CDD Representative** _____

Copies: ISD ____ City Clerk* ____ CDD ____ Applicant ____

Summary of Major Provisions for Office, Business and Industrial Districts

(Please consult Article 7.000 of the Zoning Ordinance for specific requirements)

Limitations on Total Area of the Signs on a Building

(See definition of sign frontage)

1. **For Ground Floor stores:** Width of store x 1 square foot equals area of all signs permitted on the outside of the storefront
2. **For all signs on a single façade of a building:** (including those in paragraph 1 above):
Width of building façade facing a street x 1 square foot equals area of all signs permitted on that façade. * *

(Note: An additional 0.5 square feet per foot of sign frontage is permitted for signs located behind the glass of a window).

Limitations on the Height of Signs Above the Ground

Fifteen (15) for free-standing signs; twenty (20) feet for all other signs with expectation for certain hotel and theater signs.

Limitations on Area of Individual Signs

1. Wall signs: Sixty (60) Square feet Maximum. *
2. Projecting Signs: Thirteen (13) square feet maximum. *
3. Free-standing signs: Thirty (30) Square feet maximum. *

* However no sign may exceed that area determined by the formula: sign frontage x 1 square foot.

Limitations on Number of Signs Permitted

1. No limit
2. Projecting signs: one per ground floor establishment plus one per door serving the remainder of the building.
3. Free-standing Signs: Two per lot.

Limitations on Kinds of Illumination

1. Projecting (including awning signs) and free-standing signs: Natural and external only.
2. Wall signs: Natural or external without limit. Internal under the following conditions:
 - a. At least one dimension is 30" or less; and
 - b. The sign is located behind window glass or projects no more than 2" from the building face; or the sign consists only of individual letters, or channel letters, or only the letters in a box sign illuminated.

** Where the sign frontage is more than 100 feet from a street the multiplier may be increased to 2 square feet.

FAÇADE IMPROVEMENT PROGRAM SIGNAGE & LIGHTING IMPROVEMENT PROGRAM



City of Cambridge
Community Development
Department

The Community Development Department Economic Development Division (EDD) offers a **Facade Improvement Program** and **Signage & Lighting Improvement Program** which provides technical and financial assistance to property owners or tenants seeking to renovate or restore their commercial building facades. The programs' objectives are to enhance the physical appearance of storefronts and to help build a stronger customer base for individual stores and their districts. Both programs are offered citywide.

Façade Improvement Program

This program provides a matching grant of up to \$35,000 for full façade improvements. This may include the restoration of architectural details, better windows and doors, and well-proportioned signage and lighting.

Signage & Lighting Improvement Program

This program provides a matching grant of up to \$3,500 for signage and lighting improvements.

For both programs, an architectural consultant retained by the City is available to provide assistance to applicants through the conceptual design stage at no cost to the applicants. Applicants hire licensed architects and contractors to refine this conceptual design and to implement the City-approved plans.

Improvements made prior to approval of an application by the Review Committee will not be funded through these programs.

❶ For more information about either program, please contact Chris Basler, (617) 349-4601.